

## Mental Commitments

Mental commitment files have specific event requirements that are defined in order to be properly recorded for caseload. It is important to follow the steps when initiating, disposing, processing subsequent and supplemental or second/continuing orders on these types of files.

### SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions**										
2	New Filings										
3	Reopened Cases										
4	Guardianships/Conservatorships in System January 1										

### MI/JA New Filing

A new filing will count on Part 1, Section D, Line 2.

**Step 1:** Case Initiation

**Step 2:** The first Application/Petition event options are defined as follows:  
include party type Header 1 (the party date file will be updated).

IAFH Initial Application for Hospitalization (PCM 201)

IPHF Initial Petition for Hospitalization (PCM 201)

IOHM Initial Objection to Hospitalization of a Minor (PCM 202)

IPCH Initial Petition for Continue Hospitalization of Minor (PCM 237)

IPAS Initial Petition for Assisted Outpatient Treatment (PCM 242)

(JA) ODDP Objection to Admission of Develop. Disabled Person (PCM 203)

STARR37 UCIXE1K		Edit Event		UCSGEN Environment 2/06/04	
Crt: P 13 13 Jurist: SUPINA		Bond:		Auth: Open	
Case: 2004 0000001148 MI		ROSEMARY SIMMONS			
Atty:		Worker:			
File: 1/15/2004		Dispose:		Reopen: Close:	
Evt: IAFH		Dte: 1/15/2004		Plea: ___ Dsp: ___ Pgm/Rslt: ___ Monetary: ___	
Pty: HDM 1		Cnt: ___		Attny: ___ Jur: J 21169 Due Dte: ___	
Cmt: ___		Form: ___ Register: ___ Receipt: ___ Amount: ___			
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>The first petition event <b>must</b> contain the word <b>Initial</b> and include the Header Party for MI filings</p> </div>					
Schedule Next Action:					
Next: HRG		Date: 1/17/2004		Time: 11:00 A Jur: J 21169 SUPINA Ctrm: ___	
Cmt: ___					

**MI/JA Dispositions****SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS**

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Granted										
2	Denied										
3	Transferred										
4	Withdrawn/ Dismissed										
5	Deferred										
6	Case Type Change										

Mental dispositions will count on Part 2, Section D, Lines 1- 6.

All applications/petitions for hospitalization should be followed by an event of the appropriate order with a disposition.

Any event, possible options:

OFH Order for Hospitalization  
 OFOH Order follow Hearing on Obj. to Hosp. by Minor/Ad (PCM 205)  
 RDHC Request to Defer Hearing on Commitment (PCM 235)  
 ODIS Order to Dismiss  
 OAO Order for Assisted Outpatient Treatment (GTD or DEN only)

with a Disposition and party type of Header 1:

GTD Granted      DEN Denied      TRS Transferred  
 WHDW Withdrawn      DIS Dismissed      **DEFR Deferred (Evt: RDHC)**

STARR37	UCIXE1K	Edit Event		UCSGEN Environment
				2/11/04
Crt: P 13	13 Jurist: SUPINA	Bond:	Auth:	Adju
Case: 2004 0000001148 MI	ROSEMARY SIMMONS			
Atty:	Worker:			
File: 1/15/2004	Dispose: 1/17/2004	Reopen:	Close:	
Evt: <u>OFH</u>	Dte: <u>1/17/2004</u>	Plea: <u>    </u>	Dsp: <u>GTD</u>	Pgm/Rslt: <u>    </u> Monetary: <u>    </u>
Pty: <u>HDR</u>	<u>1</u>	Cnt: <u>    </u>	Attng: <u>    </u>	Jur: <u>J</u> <u>21169</u> Due Dte: <u>    </u>
Cmt: <u>    </u>				
Form: <u>    </u>	Register: <u>    </u>	Receipt: <u>    </u>	Amount: <u>    </u>	
<div>Event must have party type Header 1 and disposition</div>				
Schedule Next Action:				
Next: <u>    </u>	Date: <u>    </u>	Time: <u>    </u>	Jur: <u>    </u>	Ctrm: <u>    </u>
Cmt: <u>    </u>				

## MI Subsequent Petitions

### SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

#	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions**										
2	New Filings										
3	Reopened Cases										
4	Guardianships/Conservatorships in System January 1										

A subsequent petition for hospitalization will count on Part 1, Section D, Line 2, New Filings.

**Step 1.** Enter one of the following events with a party type of Header 1.

These events will remove the current case disposition\* date and change the case status from Adjudicated to Open.

Event options:

AFH Application for Hospitalization (PCM 201)  
 PFH Petition for Hospitalization (PCM 201)  
 OHM Objection to Hospitalization (PCM 202)  
 PCHM Petition for Continuing Hospitalization of Minor (PCM 237)  
 PAS Petition for Assisted Outpatient Treatment (PCM 242)

**Step 2.** Disposition

Any event, possible options: (see also Dispositions, page 2)

OFH Order for Hospitalization  
 OFOH Order follow Hearing on Obj. to Hosp. by Minor/Ad (PCM 205)  
 RDHC Request to Defer Hearing on Commitment (PCM 235)  
 ODIS Order to Dismiss  
 OAO Order for Assisted Outpatient Treatment (GTD or DEN only)

with a Disposition and party type of Header 1:

GTD Granted      DEN Denied      TRS Transferred  
 WHDW Withdrawn      DIS Dismissed      **DEFR Deferred (Evt: RDHC)**

\* The prior disposition will be retained with the event and displayed in the ROA.

**Request to Defer****PART 1: NEW FILINGS, SECTION D: LINE 3: REOPENED (Demand for Hearing)****PART 2: DISPOSITION, SECTION D: LINE 5: DEFERRED****PART 4: CASE AGE, SECTION D: MENTAL COMMITMENTS**

STARR37	UCIXE1K	UCSGEN Environment		TEST
		Edit Event	7/13/05	
Crt: P 13	13 Jurist: CLATTERBAUGH	Bond:	Auth:	OPEN
Case: 2005 0000000036	MI	SUSAN CARTWRIGHT		
Atty:	Worker:			
File: 5/01/2005	Dispose:	Reopen:	Close:	
Evt: <u>RDHC</u>	Dte: <u>05102005</u>	Plea: ____	Dsp: <u>DEFR</u>	Pgm/Rslt: ____ Monetary: ____
Pty: <u>HDR 1</u>	Cnt: ____	Attny: ____	Jur: ____	Due Dte: ____
Cmt: ____	____			
Form: ____	Register: ____	Receipt: ____	Amount: ____	
Event must be RDHC with disposition DEFR and HDR 1 - Press [Enter]				
The case will be updated with the Disposition date and case status will change to Adjudicated.				
Schedule Next Action:				
Next: ____	Date: ____	Time: ____	Jur: ____	Ctrm: ____
Cmt: ____	____			
F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F19=PCN F20=Bonds				

**Demand for Hearing**

STARR37	UCIXE1K	UCSGEN Environment		TEST
		Edit Event	7/13/05	
Crt: P 13	13 Jurist: CLATTERBAUGH	Bond:	Auth:	ADJU
Case: 2005 0000000036	MI	SUSAN CARTWRIGHT		
Atty:	Worker:			
File: 5/01/2005	Dispose: 5/10/2005	Reopen:	Close:	
Evt: <u>DFH</u>	Dte: <u>05252005</u>	Plea: ____	Dsp: ____	Pgm/Rslt: ____ Monetary: ____
Pty: <u>HDR 1</u>	Cnt: ____	Attny: ____	Jur: ____	Due Dte: ____
Cmt: ____	____			
Form: ____	Register: ____	Receipt: ____	Amount: ____	
Event must be DFH with Party HDR 1. - Press [Enter]				
The case disposition date will be removed and the case state will change to open.				
Schedule Next Action:				
Next: ____	Date: ____	Time: ____	Jur: ____	Ctrm: ____
Cmt: ____	____			
F3=Exit F10=Name F13=Cmnds F14=More Comments F16=Calc F19=PCN F20=Bonds				

**Other MI Filings****PART 1: SECTION D:****GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS,  
MENTAL COMMITMENTS****OTHER FILINGS**

Line	CASE TYPE	MI
5	Petition for Second Order	
6	Petition for Cont. Order	
7	Supplemental Petitions	
8	Petition for AOT	

**Petition for Continuing/Second Order**

Counted on caseload Part 1, Section D, Other Filings, Line 5 - 8.

(Petitions for AOT are also counted on Part 1, Section D, New Filings, Line 2.)

The following events must fall within in the reporting date:

PCO	Petition for Continuing Order (PCM 218)	Line 5
PSO	Petition for Second Order (PCM 218)	Line 6
SPA	Supplemental Petition for Hosp. (PCM 209a)	Line 7
POTM	Petition & Order to Transport Minor (PCM 240)	Line 7
IPAS	Initial Petition for AOT (PCM242)	Line 8
PAS	Petition for AOT (PCM 242)	Line 8

STARR37	UCIXE1K	Edit Event		UCSGEN Environment
				2/06/04
Crt: P 13	13 Jurist: SUPINA	Bond:	Auth:	Adju
Case: 2004 0000001148 MI	ROSEMARY SIMMONS			
Atty:	Worker:			
File: 1/15/2004	Dispose: 1/17/2004	Reopen:	Close:	
Evt: <u>PCO</u>	Dte: <u>03172004</u>	Plea: <u>   </u>	Dsp: <u>   </u>	Pgm/Rslt: <u>   </u> Monetary: <u>   </u>
Pty: <u>   </u>	Cnt: <u>   </u>	Attny: <u>   </u>	Jur: <u>J</u>	21169 Due Dte: <u>   </u>
Cmt: <u>   </u>				
Form: <u>   </u>	Register: <u>   </u>	Receipt: <u>   </u>	Amount: <u>   </u>	
<div> PCO or PSO for Petition for Continuing or Second Order </div>				
Schedule Next Action:				
Next: <u>   </u>	Date: <u>   </u>	Time: <u>   </u>	Jur: <u>   </u>	Ctrm: <u>   </u>
Cmt: <u>   </u>				

**Note:** Do not modify this event with the results of the order, that is a separate event.  
(see page 5)

**Continuing/Second Order for Treatment**

Line	CASE TYPE	MI
9	Second Order Granted	
10	Second Order Denied	
11	Cont. Order Granted	
12	Cont. Order Denied	
13	AOT Granted	
14	AOT Denied	

**PART 2: SECTION D:****GUARDIANSHIPS, CONSERVATORSHIPS, JUDICIAL ADMISSIONS, MENTAL COMMITMENTS**

Counted on caseload Part 2, Section D, Other Filings, Lines 9 - 14

(Petitions for AOT are also counted on Part 2, Section D, Method of Disposition, Line 1 & 2)

The following event must fall within the reporting date:

SORD	Second Order for Treatment (PCM 219)	Result: GTD	Line 9
SORD	Second Order for Treatment (PCM 219)	Result: DEN	Line 10
CORD	Continuing Order for Treatment (PCM 219)	Result: GTD	Line 11
CORD	Continuing Order for Treatment (PCM 219)	Result: DEN	Line 12
OAOT	Order for AOT (PCM 243)	Dsp: GTD	Line 13
OAOT	Order for AOT (PCM 243)	Dsp: DEN	Line 14

STARR37	UCIXE1K	Edit Event		UCSGEN Environment
			2/06/04	
Crt: P 13	13 Jurist: SUPINA	Bond:	Auth:	Adju
Case: 2004 0000001148 MI	ROSEMARY SIMMONS			
Atty:	Worker:			
File: 1/15/2004	Dispose: 1/17/2004	Reopen:	Close:	
Evt: CORD	Dte: 3/27/2004	Plea: ____	Dsp: ____	Pgm/Rslt: GTD Monetary: ____
Pty: HDR	Cnt: ____	Attny: ____	Jur: ____	Due Dte: ____
Cmt: ____	____			
Form: ____	Register: ____	Receipt: ____	Amount: ____	
<div> Enter CORD or SORD with the program/result of Granted or Denied, make sure to include Header 1. </div>				
Schedule Next Action:				
Next: ____	Date: ____	Time: ____	Jur: ____	Ctrm: ____
Cmt: ____	____			

## Supplemental Petition/Petition to Transport Minor

A supplement petition or petition to transport a minor may create a new case or be added to an existing case, either way it will only be counted on caseload as a supplemental petition (not a new filing).

Counted on caseload

Part 1, Section D, Other Filings, Line 7.

### OTHER FILINGS

5	CASE TYPE	Mi
5	Petition for Second Order	
6	Petition for Cont. Order	
7	Supplemental Petitions	
8	Petition for AOT	

Existing Case (already has disposition): \_\_\_\_\_

Event options:

SPA Supplemental Petition for Hospitalization & Order for Exam (PCM 209a)

POTM Petition and Order to Transport Minor (PCM 240)

**No disposition required**

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New Case Event options:

SPA Supplemental Petition for Hospitalization & Order for Exam (PCM 209a)

POTM Petition and Order to Transport Minor (PCM 240)

Follow up: If there is no initial petition received for the file, a disposition should be entered.

Event: Any

Disposition: OTP Order to Transport Minor

OEX Order for Exam

**NOTE:** Dispositions for supplemental petitions will not (and should not) be counted on caseload. If the court chooses, it may enter one of the above dispositions so that a case with no further action may be adjudicated and closed.

## Beginning Pending

### SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions**										
2	New Filings										
3	Reopened Cases										
4	Guardianships/Conservatorships In System January 1										

Counted on caseload Part 1, Section D, Line 1.

An MI initial or subsequent petition that is filed and does not have a disposition by January 1st of each year will be considered Beginning Pending.

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STARR37      UCDFDFK                               UCSGEN Environ
                                           2/05

                                Work with Cases

Next: ____ Case: 2003 0000001149 Court: P 13 13

Type options, press Enter.
2=Change 4=Delete 5=Display 6=Notes C=Charges E=Events F=Forms M=Mon
N=Next Actions O=Evaluation Order P=Parties R=ROA S=Sentence T=Title
W=Warrants A=Abstracts B=Bonds

Case          Filed Date      Adjud Date      Jurist
- 2003 0000001149 MI 12/02/2003 0      21169 SUPINA
  MARY LINDER
- 2003 0000004587 MI 12/02/2003 0      11953 CLATTERBAUGH
  MARY MENTAL
- 2003 0000088801 DL 12/08/2003 0      21169 SUPINA
  TOO TESTFORRICH
- 2003 00444 DE 12/29/2003 0      11953 CLATTERBAUGH
  MARTIN MITTS
- 2003 0100003302 DL 8/01/2001 0      8/04/2001 11953 CLATTERBAUGH
  MARY PARENT

F3=Exit F6=Create F10=Name F13=Cnds F16=Calc F19=OCN Sel
  
```

If there is no adjudication date by December 31st, these cases would fall on the beginning pending for 1st quarter caseload.